

Floodplain Development Permit Application (See Terms and Conditions) , KS	Permit Number:
	Issue Date:
	Expiration Date:
	Application Fee:
	Paid Status:

	Community Contact Information
	Website:
	Email:
	Phone:

A permit is required for all development in the Special Flood Hazard Area (SFHA). The National Flood Insurance Program (NFIP) defines development as “any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.” Required documentation (Section G) will vary by project type (Section C) and elevation and floodplain information (Section D). See instructions in the [?] boxes on the following pages for additional information.

TEMPLATE SPACE FOR: Additional details or instructions a community may wish to include, such as: permit routing details, variance information, local higher standards, etc.

Use a PDF editor program to replace or delete this placeholder text.

Section A: Applicant Information

Property Owner Full Name:	
Mailing Address:	
Email:	Telephone:
Contractor/Developer Name:	
Mailing Address:	
Email:	Telephone:

Section B: Project Location

Site Address:	
Parcel Number:	Latitude/Longitude:
Acres:	.
Legal Description:	
Description of Project: <i>(please be specific, attach pages as necessary)</i>	

(Continued on next pages)

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Section C: Project Type
(select all that apply)

Structural Development	Other Development
<input type="checkbox"/> Residential (# units, if applicable: _____) <input type="checkbox"/> Non-residential <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Agricultural Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Critical Facility	<input type="checkbox"/> Subdivision <input type="checkbox"/> Fill (avg. height: _____ ft) <input type="checkbox"/> Paving <input type="checkbox"/> Dredging, excavation, grading, drilling, mining <input type="checkbox"/> Fence, wall, retaining wall <input type="checkbox"/> Utilities work <input type="checkbox"/> Demolition
Channel Improvements	<input type="checkbox"/> Clearing of trees, vegetation, or debris <input type="checkbox"/> Drainage improvement (culverts) <input type="checkbox"/> Storage of material & equipment <input type="checkbox"/> Other (describe):
<input type="checkbox"/> Watercourse Alteration <input type="checkbox"/> Bank Stabilization <input type="checkbox"/> Fill (avg. height: _____ ft) <input type="checkbox"/> Grade Control, Drop Structure, Outfall	

Modification Type

<input type="checkbox"/> New Construction	<input type="checkbox"/> Repair or Rehabilitation*	<input type="checkbox"/> Temporary
<input type="checkbox"/> Addition or Improvement*	<input type="checkbox"/> Emergency Repair*	<input type="checkbox"/> Maintenance*
<input type="checkbox"/> Other (describe):		

***Is the work within or connected to an existing structure?** Yes No *If yes, provide the information below.*

Estimated Cost of Project: <i>Include all materials and labor, even if donated or discounted. Attach supporting documentation.</i>	Valuation of Existing Structure (without land value):
Year built:	Source of Valuation:
Is the improvement related to damage caused by a flood or other means? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of event:
Is the structure, use or utility service currently discontinued? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, for how many consecutive months?

Section D: Elevation and Floodplain Information

Elevation Information

Elevation of Bottom Floor, including basement, crawlspace, or enclosure:
 crawlspace enclosure basement lowest finish floor (slab)

Elevation of Lowest, Habitable Floor:
**(Indicate presence of flood openings and elevation of machinery and equipment on Elevation Certificate)*

Elevation of Dry Floodproofing (non-residential):

Floodplain Information

FEMA Flood Zone: A AE AE-Regulatory Floodway AH AO X-Shaded

Base Flood Elevation (BFE) or Depth:

(Continue and sign on next page)

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Terms and Conditions (Applicable numbered items highlighted with a box.)

1. The undersigned agrees that all such work shall be done in accordance with all applicable county/city ordinances and the State of Kansas requirements as contained in K.S.A. 12-766, and K.A.R. 5-44-1 through 5-44-7.
2. **No work may start until a permit has been issued.**
3. **Structural Development.** All structural development must be properly anchored, constructed with flood-resistant materials, and designed to minimize flood damage.
4. **Residential Structures.** The lowest floor (including basement) of any new or substantially improved residential structure shall be elevated at least one (1) foot above the Base Flood Elevation, including utilities. **In AO Zones,** elevated at least two (2) feet above grade, including utilities.
5. **Non-residential Structures.** The lowest floor of any new or substantially improved non-residential structure will be elevated or dry floodproofed at least one (1) foot above the Base Flood Elevation.
6. **Utilities.** New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located to avoid impairment or contamination. All electrical, ventilation, plumbing, HVAC equipment, and other service facilities be designed and/or located to prevent water from entering or accumulating within the components during conditions of flooding.
7. **Accessory Structures.** A variance is required for wet floodproofing of structures greater than 600 sq ft with low-damage potential. The accessory structures must meet all NFIP flood opening requirements, in accordance with Article 4, Section B (1)(c) of this ordinance. No disaster relief assistance under any program administered by any Federal agency shall be paid for repair or restoration costs of the accessory structures.
8. **Agricultural Structures.** A variance is required for wet floodproofing of agricultural structures with low-damage potential in A, AE, AH, AO, and Shaded X Zones. Agricultural structures will not be eligible for disaster relief under any program administered by FEMA or any other Federal agency. Agricultural structures may be denied NFIP flood insurance policies if repairs do not meet wet floodproofing construction requirements.
9. **Elevation Certificate and Other Required Supporting Documentation.** The owner/authorized agent will provide a FEMA [elevation certificate](#) completed by a licensed land surveyor or professional engineer and all other required supporting documentation.
10. **Revocation of Permit.** This permit may be revoked if any false statements are made herein, or if the effective Flood Insurance Rate Map has been revised, or if the work is not done in accordance with the Floodplain Damage Prevention Ordinance of the presiding jurisdiction or other local, state and federal regulatory requirements. If revoked, all work must cease until permit is reissued. If the permit cannot be reissued, applicant acknowledges their responsibility to correct the issue, which may require removal of any development that may have occurred.
11. **Right to inspect.** The community official and/or their designee(s) has the right to inspect the work.

Section E: Signature of Applicant(s)		
By signing below, I agree to the terms and conditions of this permit and certify the information contained in this application is true and accurate. All property owners listed on the current deed of record are required to sign. In lieu of property owner signatures, an authorized agent may sign and may be required to submit evidence of authority.		
Owner/Agent 1:	<i>Printed Name</i>	<i>Signature</i>
		<i>Date</i>
Owner/Agent 2:	<i>Printed Name</i>	<i>Signature</i>
		<i>Date</i>

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Section F: Floodplain Information (For Office Use Only)

Is the development located in a FEMA SFHA? Yes No FIRM Panel Number: _____

FEMA Flood Zone: A AE AH AO X-Shaded Is it in a regulatory floodway? Yes No

Base Flood Elevation (BFE) or Depth: _____ Datum: NGVD 1929 NAVD 1988

Source of BFE/Depth: FIS FIRM Community Determined Other: _____

BFE + community freeboard of ___ feet = Required Flood Protection Elevation: _____

Is a CLOMR required? Yes No Is a LOMR required? Yes No

If work is on existing structure, percentage improvement: _____
 (Substantial Improvement if cost of work/structure value ≥ 50%)

Section G: Required Documentation

1	2	3	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plans with location and extent of project, floodplain boundaries and elevation(s) <i>(required)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation Certificate (EC) <i>(required for new structures and substantial improvements)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on Construction Drawing (Pre-development EC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished Construction (Post-development EC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated Cost of Project and Structure Valuation documentation <i>(for work on existing structures)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dry Floodproofing Certificate with supporting documentation <i>(for some non-residential structures)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufactured Homes anchoring documentation <i>(see FEMA P-85)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading Plans <i>(required for AO and AH Zones and as deemed necessary)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodway No-Rise Certification with supporting H&H analysis <i>(required for floodway proposals)</i> Upon review, project <i>(check one)</i> : <input type="checkbox"/> does / <input type="checkbox"/> does not meet 0.00 rise requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed hydrologic & hydraulic model <i>(for channel improvements, and as otherwise required)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter(s) of Map Change (LOMCs) from FEMA: <input type="checkbox"/> CLOMR / <input type="checkbox"/> LOMR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of all required federal, state, and permits. Verify no Endangered Species are affected. <ul style="list-style-type: none"> ▪ US Army Corps of Engineers 404 Permit: (816) 389-3486; (785) 546-2294. ▪ Kansas Department of Agriculture, Division of Water Resources: (785) 564-6650 ▪ Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other documents deemed necessary by the Floodplain Administrator: <ul style="list-style-type: none"> ▪ _____

Boxes: 1-Required, 2-Provided in Submittal, 3-Completeness Check

Section H: Permit Decision

Permit Approved. *The information submitted for the proposed project was reviewed and found compliant with adopted floodplain management standards.*

Permit Approved with Conditions. *The information submitted for the proposed project was reviewed. To ensure compliance with adopted floodplain management standards, certain additional conditions (attached) must be met.*

Permit Denied. *Proposal does not meet local floodplain standards. An explanation has been provided (attached).*

Variance Granted, in addition to Permit Approval. *A variation was granted from the base flood elevation (1% annual chance) established by FEMA consistent with variance requirements of Title 44 CFR § 60.6.*

Official's Signature (Floodplain Administrator and/or Required Staff)

<i>Signature</i>	<i>Printed Name</i>	<i>Date</i>
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